



## United States Court of Appeals for the Fourth Circuit Career Opportunity

### Associate Circuit Librarian

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**Announcement #:** 2018-ACL **Appointment:** Career/Fulltime  
**Location:** Richmond, VA  
**Grade/Salary:** CL-29 (\$71,849-\$116,823) to CL-30 (\$84,923-\$138,022). Salary is commensurate with experience and qualifications.  
**Closing Date:** Open until filled. To ensure consideration, submit application packages by August 1, 2018.

#### Position Overview

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The position of Associate Circuit Librarian is a supervisory and operational position that includes long-range strategic planning, policy development, budget development and oversight, human resource management, library automation, collection management, acquisition and delivery of legal research materials in all formats, planning and managing library space and facilities, and training of library users in all research sources. The Associate Circuit Librarian serves under the direction of the Circuit Librarian.

#### Representative Duties

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- Develops, markets, implements, and evaluates library programs; establishes internal operating policies and procedures.
- Oversees the daily operation of all library locations and supervises library staff. Sets requirements, assigns work, evaluates performance of staff and recommends personnel actions; coordinates work schedules to meet the goals of the library program; establishes operating guidelines; implements procedures, methods, and other work-related changes.
- Conducts collection studies; develops collections and recommends changes. Reviews and analyzes data and makes budget recommendations.
- Performs legal and non-legal research for the judges, unit executives, law clerks, and other court personnel and library users. Serves as a subject-matter research specialist on certain legal topics. Prepares special studies, bibliographies, legislative histories, reports and legal advice, and memoranda.
- Supervises, implements, and monitors the computer-assisted legal research program and other automated systems for the Circuit. Develops and directs library user training and orientation programs.
- Reviews and establishes cataloging and classification policies.
- Other duties as necessary or assigned as well as some travel may be required.

#### Qualifications

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- CL-29 - Applicants must have an MLS/MLIS from an ALA accredited library school.
- CL-30 - Applicants must have an MLS/MLIS from an ALA accredited library school **AND** a JD from an ABA accredited law school.
- A minimum of three years of progressively responsible and successful law library experience. (For internal candidates: One of the three years of experience must be equivalent to CL-28 and CL-29, respectively.)
- A comprehensive understanding of library operations and systems, including the SirsiDynix ILS or a similar system.

- Knowledge of legal resources and proficiency in legal research utilizing print, Westlaw, Lexis, and other digital resources.
- Excellent analytical skills, oral and written communication skills, and customer-service orientation.
- Experience developing and executing strategic plans, fostering effective working relationships, and integrating current and future technologies is desired.
- Additional desirable qualifications include vision, innovation, and initiative.

### **Employee Benefits**

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Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan). The court offers a mass transit subsidy (budget dependent).

### **Application Procedure**

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To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/sites/default/files/ao078.pdf> to the HR Administrator at **ce04\_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email, and please note the name of the website where this announcement was located in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

### **Conditions of Employment**

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Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**